

Cambridge Public Library Computer Policy

MINUTEMAN LIBRARY CARD

Patrons wishing to use a computer must present their own valid Minuteman library card for use at the Cambridge Public Library. Using another patron's library card is not allowed and can lead to the loss of internet privileges. Out-of-network guests may use the computer with a valid piece of identification for up to one week. They will be issued a one-time only number for that day.

PATRON COMPUTER SIGN-UP

Internet computers at the Main Library are available on a walk-up basis. If no computers are available, patrons must sign-up on the SAMS queuing computer. Patrons will be given a specified amount of minutes to claim their computer. Patrons are responsible for watching the queuing screen.

LOG ON WITHIN THE ALLOTTED TIME

Reservations in the queue are automatically removed after an allotted amount of time.

Main library:	7 minutes	CSQ:	5 minutes
O'Connell:	7 minutes	O'Neill:	5 minutes
Valente:	7 minutes		

All free computers are automatically assigned to the next person(s) in queue, or are made available to the public if the queue is empty.

COMPUTER SESSION TIME

Computer users are allowed one 60-minute session per day in total throughout the Cambridge Public Library system. Note that your session may be cut short if you log on within the final hour the library ceases its daily operation.

Patrons must leave promptly when their session time has run out. Also note that your session time cannot be transferred to another individual regardless of the circumstance.

PATRONS CAN USE ONLY THE COMPUTER ASSIGNED TO THEM

Patrons are asked to use the computer they are assigned to and not to switch unless a member of the library staff grants permission. If you do not have a computer assigned to you, you are not permitted to be in the computer area. Sleeping is not permitted in the library.

ONE PERSON PER COMPUTER

Only one person may use a computer during any given time. Exceptions may be made when the computer is being used for teaching or demonstration purposes with permission from staff.

PRINTING

The library allows free printing up to 10 pages per day (all Internet machines). Additional pages are \$.15 each. Patrons are allowed to add a cash credit to their library card.

CDs & USB DRIVES

Library patrons may burn or download to CDs or USB Drives.

PATRONS CANNOT INSTALL SOFTWARE OR HARDWARE ON CAMBRIDGE PUBLIC LIBRARY COMPUTERS

Library patrons may not alter the setup of the equipment (Computers, Desks, Etc.), and are specifically prohibited from installing additional software or hardware on the computers.

PROBLEMS WITH COMPUTERS OR ANOTHER PATRON SHOULD BE HANDLED BY STAFF ONLY

Computer users must not attempt to repair equipment or troubleshoot problems. If there is a problem with another patron we ask that you seek assistance from library staff.

TECHNICAL SUPPORT

Because of the many different computer applications available to users, the library cannot provide complete technical support.

PLEASE DO NOT TURN OFF COMPUTERS

All applications a patron is currently running must be completely closed before your session has ended. Please **do not** turn the computer off.

NO FOOD OR BEVERAGES

Patrons are not allowed to eat (**food, chewing gum, etc.**) or drink (**water, soda, coffee, etc...**) near a computer or while sitting at a computer. Patrons may be held responsible for any mess or damages resulting from eating/drinking while near /sitting at a computer.

Violation of CPL Computer Usage Policy may result in the loss of computer privileges.

Revised October 2010

*Thank You
Cambridge Public Library*

Rules for Main Library Internet Use

1. Patrons wishing to use the Internet must present a valid Minuteman library card for use at the Cambridge Public Library. Out-of-network guests may use the Internet with a valid piece of identification. They will be issued a one-time only number for that day.
2. Internet computers at the Main Library are available on a walk-up basis. If no computers are available, patrons must sign-up on the SAMS queuing computer. Patrons will be given 7 minutes to claim their computer. Patrons are responsible for watching the Queuing screen.
3. Internet users are allowed to use one 60 minute session per day. Internet users must leave promptly when their time is up so the next user can claim the computer.
4. Only one person may use a computer during any given time. Exceptions may be made where the computer is being used for teaching or demonstration purposes. If you do not have a computer assigned to you, you are not permitted to be in the computer area. Sleeping is not permitted in the library.
5. Patrons are asked to use the computer they are assigned to and not to switch computers.
6. The Library allows free printing up to 10 pages per day (all Internet machines). Additional pages are \$.15 each. (Patrons are allowed to add a cash credit to their library card).
7. Internet users may download to cd's or USB drives.
8. Internet users may not alter the setup of the equipment. Users are specifically prohibited from installing additional programs or software.
9. Internet users must not attempt to repair equipment or troubleshoot problems. Please ask the library staff for assistance.
10. Because of the many different computer applications available to users, the library cannot provide complete technical support.
11. Do not reboot or turn the computer off.

12. For privacy reasons, it is the policy of the Cambridge Public Library to reboot the computers at various points throughout the day. Computers need to be rebooted by a staff member only. Patrons are not allowed to restart a computer under any circumstances.

13. The Cambridge Public Library's Internet resources are for the educational, informational, and recreational use for the public. These resources may not be used for illegal activities. Violation of the Library's policy and procedures will result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Revised 10/21/09